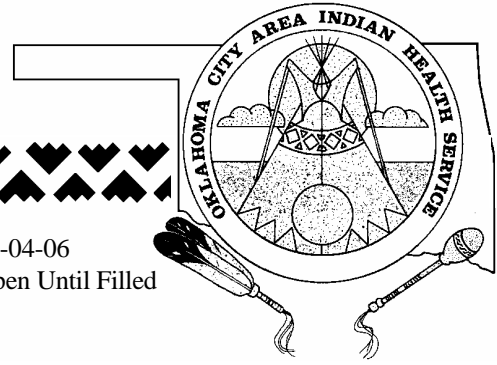


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: SER-06-0021-WWH

POSITION: Supply Management Officer, GS-2003-11

DUTY LOCATION: W.W. Hastings Indian Hospital, Tahlequah, Oklahoma

STARTING SALARY: May be adjusted on Present/ Former Federal Employees
GS-11: \$51,972 per annum

PROMOTION POTENTIAL: None Beyond GS-11

OPENING DATE: 08-04-06

CLOSING DATE: Open Until Filled

RELOCATION EXPENSES: Authorized in Accordance with
Federal Regulations

SUPERVISORY/MANAGERIAL: Yes, First time managers in competitive service being subject to a one year probationary period.

AREA OF CONSIDERATION: DHHS Wide

DESCRIPTION OF ASSIGNMENT: This position is located in Material Management. Provides overall direction and management of the hospital supply program. Provides the full range of supply management responsibilities for store stock and direct issue categories. Provides the full range of property and inventory management responsibilities for capitalized and non-capitalized equipment assets. Provides for coordination and maintenance of the fleet of GSA motor vehicles leased by the Service Unit. Provides oversight of the handling of the hospital's mail including the metered mail machine. Provides oversight of the handling of the hospital's copying/printing services including contracted outside printing and the contract for all hospital copiers. Provides the full range of supervisory responsibilities for seven subordinates. Incumbent is required to operate government motor vehicles and must possess a valid vehicle operator's license.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

PHS COMMISSIONED CORPS CANDIDATES - See instructions at end of announcement.

VETERANS PREFERENCE - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected

This Position is in a Smoke-Free Environment

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM THE DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE OR CES ALONG WITH YOUR APPLICATION.**
2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status.) The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated * "well-qualified".

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP). Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1. A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.
 - OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated * "well-qualified" for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

*“Well-qualified” employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

CONDITIONS OF EMPLOYMENT:

1. Full-Time Permanent Appointment.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. Applicant must possess and maintain a current state driver's license.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: W.W. Hastings Indian Hospital, Human Resources, 100 S. Bliss, Tahlequah, Oklahoma 74464. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Human Resources Office and will not be returned. Therefore all original documents and the completed application forms should be duplicated before being submitted. **ELECTRONICALLY FILED APPLICATIONS WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms call the Human Resources Office at 918.458.3311. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website – USAJOBS at www.usajobs.opm.gov or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

EMAIL APPLICATIONS: The Vacancy Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. The email address for acceptance of online applications for individual vacancy announcements is wwh.jobs@mail.ihs.gov

APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # SER- 06-0021-WWH

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND" section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"** (OF-306 Revised January 2001) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
3. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements.**
4. **Copy of latest Personnel Action (SF-50),** if a current or former Federal Employee, **and** if requesting Reinstatement Eligibility, the **SF-50 proof of Career or Career-Conditional Status** must be submitted.
5. If claiming **Veterans Preference**, a **copy of all DD-214 forms**, one for each period of service, and, if claiming 10 point Veterans Preference, an **SF-15 with all supporting documents**.
6. **A copy of your most recent performance appraisal** (required for current Federal employees).
7. **Narrative Statement**, related to the Quality Ranking Knowledge, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. **A copy of college transcript(s)**, listing the college courses and credits earned, is required in order to receive appropriate credit for education. **When allowed by Qualification Standards, copies of training certificates (non-college)** must be submitted for appropriate credit.
9. **Copy of current State Drivers License.**

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statement or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of suitability for Federal employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following “qualifications required section” within 30 days after the closing date of the vacancy announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATIONS REQUIRED:

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree **OR** One (1) year of specialized experience equivalent to the GS-9.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically related in or related to the position to be filled. Examples of specialized experience: Administrative officer or assistant, budget administration, program analysis, or other work that demonstrated knowledge of an analysis, or other work that demonstrated knowledge of an organization and its functions, and the ways in which support services can facilitate the work of the organization; Office management experience that included responsibility for directing a variety of support services such as mail processing, purchase of supplies and equipment, etc.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: may be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one year of service at GS-9 for GS-11. Time-in-grade provisions do not apply under ESEP.

SUPERVISORY ABILITIES: This is a supervisory position and candidates, in addition to the professional qualifications listed, must have demonstrated in their work experience or training, that they possess, or have potential to develop, the qualities of successful supervision, as

required for this position.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge of automated supply management systems and applications.
2. Ability to administer property and inventory management program.
3. Knowledge of rules and regulation related to management of a GSA fleet.
4. Ability to supervise the work of others.

APPLICATION INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service, Human Resources Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at 405.951.3742.**

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. Curriculum Vitae: which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Current billet number and title (Active Duty officers only); Work Experience (paid and nonpaid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. Copy of final college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education.
3. Verification of Indian Preference: Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements.**

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.

RECRUITMENT CASE FILE CONTACT:

Ramona Dillard
Human Resources Specialist

RDILLARD\rid\053006\H:\HR\staff\SER-06-0021.2003-11(JR# TAH-06-036606)